

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

STANDARD INDUSTRY GROUP: 736

SERVICE: Temporary Staffing Services

SERVICE CODE: R699

Contract number: GS-07F-0678W

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: September 28, 2010 to September 27, 2015

Contractor's name, address, and phone number:

PETERSON & ASSOCIATES COURT REPORTING INC

DBA PETERSON & ASSOCIATES

530 B STREET STE 350

SAN DIEGO, CA 92101-4403

Phone: 619-260-1069 FAX: 619-688-1733

Website: www.petersonreporting.com

E-mail: erin@petersonreporting.com

Contractor's internet address/web site where schedule information can be found: www.petersonreporting.com

Business size: Small, woman-owned

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

736 1 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

736 4 INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS OCCUPATIONS

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

736-1	Exhibits and Tabs (per page black & white)	\$0.30	\$0.30
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1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

Certified Shorthand Reporter (CSR) Description – 736-1

A court reporter, stenotype reporter or stenographer is a person whose occupation is to transcribe spoken or recorded speech into written form, typically using a stenograph machine to produce official transcripts of court hearings, depositions and other official proceedings. This shorthand system allows the reporter to keep up with the flow of speech so that no words are missed. The court reporter is often also a Notary Public who is authorized to administer oaths to witnesses, and who certifies that her or his transcript of the proceedings is a verbatim account of what was said. In California by virtue of being a Certified Shorthand Reporter the Notary Public duties of

administering oaths to witnesses is the same under the certification. Additionally, court reporters provide an enhanced technical service called realtime reporting wherein the party attending the deposition can see the text of the spoken words appear on their computer screen in real time.

It typically takes two to four years to learn the basic skills to become a court reporter. The minimum speed needed to take the test to become certified is 225 words per minute, which is the requisite speed for approval by the American court reporters' organization, the National Court Reporters Association. California is a self-licensing state where the requirements are more stringent for certification than the NCRA. In order to ensure acceptable quality and performance, Peterson Reporting's court reporters are required to maintain the applicable state certification - California Certified Shorthand Reporter (CSR). Required qualities of a court reporter are excellent command of the language being spoken, attention to detail, and the ability to focus for long periods at a time. Additionally, there is a strict interview and qualification process wherein the work product is proofed and on-site training in deposition is provided. The reporter must complete this process and gain final approval from the owner before the contractor is certified to work with Peterson Reporting.

Certified Legal Video Specialist (CLVS) Description – 736-4

A Certified Legal Video Specialist (CLVS) is competent in the capture, utilization, and retention of legal videos. Certified Legal Video Specialists work alongside court reporters at official proceedings to capture those proceedings on video. Certified Legal Video Specialists ensure the integrity of both the videotaped legal proceedings and the utilization of the electronically recorded media. A CLVS is trained on the professional standards, ethics, and responsibilities of creating and maintaining the record.

It typically takes three to six months to learn the basic skills to become a CLVS. Certification is obtained through the American court reporters' organization, the National Court Reporters Association (NCRA). In order to ensure acceptable quality and performance, Peterson Reporting's legal video specialists are encouraged to maintain the applicable CLVS certification. Required qualities of a CLVS are attention to detail, a firm grasp of the technical components of video equipment and the ability to focus for long periods at a time. Additionally, there is a strict interview and qualification process wherein on-site training in depositions is provided. The legal videographer must complete this process and gain final approval from the owner before they work for Peterson Reporting.

Trial Presentation Specialist Description– 736-4

Trial Presentation Specialists work with law firms and government agencies in the presentation of deposition testimony, video deposition testimony and other evidence to a trier-of-fact. Trial Preparation Specialists assist with evidence preparation, document management, video clip management, copying, scanning, supply, technical issues and any other trial preparation support necessary to the trial team outside of the courtroom. A Trial Presentation Specialist is trained on the professional standards, ethics, and responsibilities of preparing and presenting evidence in a legal proceeding.

It typically takes three to six months to learn the basic skills to become a Trial Presentation Specialist. Certification is obtained through various litigation presentation technology programs' proprietary courses. In order to ensure acceptable quality and performance, Peterson Reporting's Trial Presentation Specialists are encouraged to maintain and undergo annual training for the various program's certification courses. Required qualities of Trial Presentation Specialists are attention to detail, a firm grasp of the technical components of trial presentation equipment and the ability to focus for long periods at a time. Additionally, there is a strict interview and qualification process wherein on-site training in trial, mediation, or arbitration is provided. The Trial Presentation Specialists must complete this process and gain final approval from the owner before they work for Peterson Reporting.

2. Maximum order. \$1 million
3. Minimum order. \$100
4. Geographic coverage (delivery area). San Diego, CA metro area.
5. Point(s) of production (city, county, and State or foreign country). San Diego (San Diego), CA

6. Discount from list prices or statement of net price. Net prices set forth below.
7. Quantity discounts. None.
8. Prompt payment terms. None.
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin). None
- 11a. Time of delivery. As negotiated with ordering activity.
- 11b. Expedited Delivery. As negotiated with ordering activity.
- 11c. Overnight and 2-day delivery. As negotiated with ordering activity.
- 11d. Urgent Requirements. As negotiated with ordering activity.
12. F.O.B. point(s). Destination
- 13a. Ordering address.
530 B STREET STE 350
SAN DIEGO, CA 92101-4403
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address.
530 B STREET STE 350
SAN DIEGO, CA 92101-4403
15. Warranty provision. Not applicable.
16. Export packing charges, if applicable. Not applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not applicable.
18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable.
19. Terms and conditions of installation (if applicable). Not applicable.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable.
- 20a. Terms and conditions for any other services (if applicable). Not applicable.
21. List of service and distribution points (if applicable). Not applicable.
22. List of participating dealers (if applicable). Not applicable.
23. Preventive maintenance (if applicable). Not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable.

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not applicable.

25. Data Universal Number System (DUNS) number. 132607110

26. Notification regarding registration in Central Contractor Registration (CCR) database. Registration valid until 07/27/2011.



SINs	SERVICE	UNIT OF ISSUE	GSA PRICE (including IFF)
736-1	Court Reporter - Regular, Videotaped, Expert Hourly Fee	Hour	\$24.84
736-1	Court Reporter - Hearings, Meetings, Arbitrations, Mediations and Audiotape/CD Hourly Fee	Hour	\$39.90
736-1	Court Reporter - Regular, Videotaped, Expert Hourly Fee Holiday, Sat., Sun., and Weekly Before 8:00 a.m. after 5:30 p.m.	Hour	\$34.56
736-1	Court Reporter - Regular Deposition Page Rate Billed in Addition to Hourly Rate	Page	\$3.84
736-1	Court Reporter - Regular Deposition Page Rate Billed Without an Hourly Rate	Page	\$4.83
736-1	Court Reporter - Videotaped Deposition Page Rate	Page	\$4.13
736-1	Court Reporter - Expert Deposition Page Rate	Page	\$4.33
736-1	Court Reporter - Hearings, Meetings, Arbitrations, Mediations and Audiotape Page Rate Billed in Addition to Hourly Rate	Page	\$6.98
736-1	Court Reporter - Hearings, Meetings, Arbitrations, Mediations and Audiotape Page Rate Billed Without an Hourly Rate	Page	\$8.58
736-1	Exhibits and Tabs (per page black & white)	Page	\$0.30
736-1	Exhibits (per page color)	Page	\$0.99
736-1	Handling Fee	Task	\$19.86
736-1	Condensed Transcript	Task	\$0.00
736-1	DopoPartner CD - ASCII, Etran, Exhibits	Task	\$0.00
736-1	Archive Fee	Task	\$11.91
736-1	Hookup w/ability to browse transcripts (per page)	Page	\$0.99
736-1	Rough ASCII (per page)	Page	\$0.99
736-1	Late Cancellation Appearance Fee	Task	\$94.21
736-1	Delivery	Task	Open Market
	EXPEDITED RATES - Regular Deposition		
736-1	Court Reporter - Regular Deposition Expedited Next Business Day Delivery Page Rate	Page	\$7.67
736-1	Court Reporter - Regular Deposition Expedited 2 nd Business Day Delivery Page Rate	Page	\$6.91
736-1	Court Reporter - Regular Deposition Expedited 3rd Business Day Delivery Page Rate Billed in Addition to Hourly Rate	Page	\$6.13
736-1	Court Reporter - Regular Deposition Expedited 3rd Business Day Delivery Page Rate Billed Without an Hourly Rate	Page	\$7.12
736-1	Court Reporter - Regular Deposition Expedited 4 th Business Day Delivery Page Rate Delivery Page Rate	Page	\$5.76
736-1	Court Reporter - Regular Deposition Expedited 5th Business Day Delivery Page Rate	Page	\$4.78
736-1	Court Reporter - Regular Deposition Expedited 6 th Business Day Delivery Page Rate	Page	\$4.60
736-1	Court Reporter - Regular Deposition Expedited 8 th Business Day Delivery Page Rate	Page	\$4.60
	EXPEDITED RATES - Videotaped Deposition		
736-1	Court Reporter - Videotaped Deposition Expedited Next Business Day Delivery Page Rate	Page	\$8.27

736-1	Court Reporter - Videotaped Deposition Expedited 2 nd Business Day	Page	\$7.44
736-1	Court Reporter - Videotaped Deposition Expedited 3rd Business Day	Page	\$6.60
736-1	Court Reporter - Videotaped Deposition Expedited 6 th Business Day Delivery Page Rate	Page	\$4.95
736-1	Court Reporter - Videotaped Deposition Expedited 7 th Business Day Delivery Page Rate	Page	\$4.95
736-1	Court Reporter - Videotaped Deposition Expedited 8 th Business Day Delivery Page Rate	Page	\$4.96
	EXPEDITED RATES - Expert Deposition		
736-1	Court Reporter - Expert Deposition Expedited 2 nd Business Day	Page	\$7.80
736-1	Court Reporter - Expert Deposition Expedited 3rd Business Day	Page	\$6.93
736-1	Court Reporter - Expert Deposition Expedited 5th Business Day Delivery Page Rate	Page	\$5.40
	EXPEDITED RATES - Expert and Videotaped Deposition		
736-1	Court Reporter - Expert and Videotaped Deposition Expedited 3rd Business Day Delivery Page Rate	Page	\$8.97
	EXPEDITED RATES - Hearing, Meeting, Arbitration, Mediation and Audiotape/CD Transcripts		
736-1	Court Reporter - Hearing, Meeting, Arbitration, Mediation and Audiotape/CD Expedited Next Business Day Delivery Page Rate Billed in Addition to Hourly Rate	Page	\$13.96
736-1	Court Reporter - Hearing, Meeting, Arbitration, Mediation and Audiotape/CD Expedited Next Business Day Delivery Page Rate Billed Without an Hourly Rate	Page	\$15.56
736-1	LEF LiveNote Evidence File	Task	\$99.75
	VIDEO		
736-4	Videographer 3 Hour Minimum	Task	\$238.94
736-4	Videographer Hourly Fee, After First 3 Hours	Hour	\$79.65
736-4	Digitization (DVD included), After First 2 Hours	Hour	\$29.92
736-4	Delivery	Task	Open Market
736-4	Original VHS Tape Fee	Task	\$9.97
736-4	Synchronization (DVD included) 2 Hour Minimum	Task	\$149.62
736-4	Synchronization (DVD included)	Hour	\$74.81
	VIDEOCONFERENCING		
736-4	Room Rental at Peterson Reporting With a Peterson Court Reporter	Hour	\$49.87
736-4	Point-to-Point Domestic Video Conference	Hour	\$74.81
	TRIAL PRESENTATION		
736-4	Trial Presentation Specialist Out-of-Court Support: Build Database and Coding	Hour	\$124.69
736-4	Trial Presentation Specialist Out-of-Court Support: Build Database and Coding Before 8:00 a.m. and After 5:30 p.m.	Hour	\$124.18
736-4	Trial Presentation Specialist In-Court Support: Present Evidence Electronically and Run Equipment Working for One Party	Hour	\$174.56
736-4	Projector Rental	Day	\$149.62
736-4	ELMO Rental	Day	\$149.62